

TABLE OF CONTENTS

8 Jul 85	Suggested agenda items	1
15 Jul	Memo fr D/L w/agenda	2
5 Aug	610 to D/L re Tony's visuals	3
	Notes from Dry Run	4
	Color xeroxes of Neil Ainslie's slides on Allied's accomplishments	5
	<div data-bbox="483 1037 1040 1077" style="border: 1px solid black; height: 19px; width: 343px;"></div>	6
30 Aug & 4 Sep	Thank-you memos	7

STAT

4 September 1985

MEMORANDUM FOR:

VIA: Chief, Supply Division, OL

FROM:
Chief, Information and Management
Support Staff, OL

SUBJECT: Support to DDA Quarterly

Terry, I'm aware that Hank has written to you separately on this subject, but I want to add my own thanks for the terrific support you gave us in the DDA Quarterly last week.

The many high compliments we've received are directly related in large part to the efforts of your people in setting up the facilities and otherwise assisting us both before and during the Dry Run as well as the actual presentation. Please convey my gratitude to all who helped in any way -- including those who were deprived of the use of their Day Room while preparations for these sessions were in progress.

It was teamwork at its best!



cc: C/SD/OL

Tony:

FYI. They changed this again. Am not sure why it has John's signature as AD/L on 30 Aug when Hank was still here and John's tenure as AD/L did not officially begin until 3 Sep.

Edie
EDIE: I DON'T ^{Edie - 9/6}
KNOW WHY, BUT NICE TRY ON YOUR
PART. THANKS, Tony 9/6/85

30 AUG 1985

MEMORANDUM FOR: Chief, [REDACTED]
VIA: Chief, Supply Division
FROM: [REDACTED]
Acting Director of Logistics
SUBJECT: OL Presentation to the DDA, 28 Aug 85

Terry:

Please pass along my gratitude to everyone who contributed to our 3rd Quarter presentation to Mr. Fitzwater.

A special "thanks" goes to [REDACTED] for overseeing the use of the Day Room and ensuring that the many attendant details for both the dry run and the actual presentation went smoothly--as indeed they did. Edie tells me that [REDACTED] enthusiasm and responsiveness in coordinating the project from its earliest stages were a tremendous help to her.

I understand that much of the just plain hard work of moving the furniture and setting up the equipment was handled by [REDACTED] made us feel like true VIPs as he greeted us at the gate yesterday morning with parking permits in hand. [REDACTED] help was invaluable during both sessions in so many ways that I hesitate to mention any specific ones for fear of leaving some out. Let me say simply that his many services were performed skillfully, quickly, and in the highest spirit of professionalism and dedication.

As you know from the favorable reaction it received, [REDACTED] presentation was certainly a "winner."

Again, thanks to all.

[REDACTED]

SUBJECT: OL Presentation to the DDA, 28 Aug 85

Distribution:

Orig - adse
1 - C/SD/OL
1 - OL/IMSS Official
1 - OL/IMSS Chrono
1 - OL Reader
1 - D/L Chrono

OL/IMSS:EFW:ef, (28 Aug 85)

STAT

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

6

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

Page Denied

Next 3 Page(s) In Document Denied

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2



Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

Page Denied

Next 7 Page(s) In Document Denied

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

4

Declassified in Part - Sanitized Copy Approved for Release 2012/01/27 : CIA-RDP89-00087R000100050004-2

Notes from Dry Run:

Refer to bullets; tie narration to slide.

On "hands-on," have Mary explain what she's going to show, then follow the document through the persons using it.

Notes from DDA Qtrly:

Get info to DDO on Mike's projects. John wants Mike to draft a paper for the DDO via the DDA from the D/L re all construction projects/ accomplishments over last yr.

Hank M. to DDA: Recruitment is a little behind the curve but have come on strong. Gone to co-op program for P&PD. Will come to DDA in next couple months on:

- (1) overtime for CD.
- (2) LIMS.
- (3) Employee of Qtr.
- (4) Visitation program...unprecedented dialog.at office level.

John's critique to presenters:

Efforts were outstanding. Most professional presentation he has seen in 4 yrs. What we have to do is keep up the high standard. It does pay off. Think we had the first team here today.

In Nov, will ask DDA to present Employee of the Qtr presentations at beginning of the session.

There are very severe communications problems re HOME. Neil says 60-70% of HOME's problems are communications problems--suggests a presentation on it. John: e.g., how do you get a special courier run?

John thinks major accomplishment of DDA's tenure was Agency's divorcement from GSA and going w/Allied.



ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
Proposed Visual Aids & Text for "Overview of OL Activities for 3rd Qtr" (for DDA Qtrly)				
FROM:		EXTENSION:	NO.	
			DATE	
			5 Aug 85	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1. DD/L				
2. D/L				
3. <i>OFHSS</i>				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

John, you and Hank wanted to see our proposed graphics for the "Overview" before we had them prepared by P&PD. They're attached along with my first draft of suggested narrative to be given by Tony. I prepared the narrative at the same time so as to see whether there was too much included; from having run through the text myself it appears that it all can be covered in 10 minutes (not counting any questions by Mr. Fitzwater or comments by you or Hank).

We can use the same slide headings P&PD prepared last quarter.

I must get these to P&PD within the next day or so if they're to have time to get them ready by 16 Aug.

Edie
Edie

Make sure all slides are uniform as we did last time - remarks made during session should be 10 minutes



CONFIDENTIAL

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
3rd-Qtr FY 85 Presentation to the DDA				
FROM: [redacted] C/IMSS/OL		EXTENSION	NO.	
TO: (Officer designation, room number, and building)		DATE		15 Jul 85
		RECEIVED	FORWARDED	OFFICER'S INITIALS
1.	EO/OL			
2.	[redacted] DD/L	7/16		
3.	D/L	16/7		
4.				
5.	C/IMSS/OL			
6.	[redacted]			
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15. UNCLASSIFIED WHEN SEPARATED FROM CLASSIFIED ATTACHMENTS				

The attached memorandum is submitted for your approval and signature.

We've notified those divisions that have presentations scheduled, and they have already begun their preparations. We'll be working with them on this throughout the next few weeks.

Tony
Tony

25X1

25X1

25X1

25X1

STAT

CONFIDENTIAL